

Minutes of the Personnel Committee

Tuesday, March 16, 2004

Chair Paulson called the meeting to order at 1:00 p.m.

Present: Supervisors Duane Paulson (Chair), Matt Thomas, Jeff Morris, Carl Seitz, Bob Thelen, and Don Broesch. Pete Gundrum arrived at 1:08 p.m. Morris left the meeting at 2:00 p.m.

Also Present: Legislative Policy Advisor Mark Mader, Citizen Bob Thelen III, County Board Candidate Andy Kallin, Senior Risk Management Analyst Jeff Newcomb, Employment Services Manager Sue Zastrow, and Senior Financial Analyst Mike Baniel.

Approve Minutes of February 3, 2003

MOTION: Seitz moved, second by Thomas to approve the minutes of February 3. Motion carried 6-0.

Review Correspondence

Paulson distributed copies of a letter to District Attorney Paul Bucher from County Executive Dan Finley stating his reasons why he cannot fund Bucher's request for a Computer Forensic Analyst position.

Schedule Next Meeting Dates

Paulson said the next committee meeting is scheduled for April 6 but because it's Election Day this meeting will be held only if necessary.

Executive Committee Report

Paulson advised of the following issues discussed at the last Executive Committee meeting.

- A preliminary, lengthy discussion was held on changes to the County Code pertaining to the sale of tax deeded properties at appraised values.
- Heard a report by Legislative Policy Advisor Dave Krahn and County Board Chair Jim Dwyer on the recent National Association of Counties Annual Conference held in Washington, D.C. A main focus was access to health care.
- Approved the ordinances and appointments that were included in the last yellow packet.

Gundrum arrived at 1:08 p.m.

Review Year-End Report on Worker's Compensation Claims

Newcomb reviewed the report entitled "Waukesha County Worker's Compensation, 1999-2003 Claims History Summary" as outlined. A total of 92 claims were opened in 2003 and by year-end, 32 remained open and the total incurred was \$255,142. Newcomb highlighted some of the larger claims that had opened and closed in 2003.

Newcomb distributed information on Worker's Compensation losses per department from 1999 to year-end 2003. The Sheriff's Department had highest incurred total over five years of

\$1,052,107, followed by Highway Operations - \$292,742, Health & Human Services - \$196,367, and Parks & Land Use - \$109,261. The total incurred over this five-year period was \$1,982,077.

Review Annual Report on Performance Evaluations and Rewards

Zastrow reviewed her report on employee performance awards and evaluations. The total possible cost if everyone received the maximum base and non-base awards in 2003 would have been \$842,201. The total budgeted cost for base and non-base awards for 2003 was \$494,450. The total actual cost for 2003 base and non-base awards was \$469,102, and the total number eligible was 314. These compare to 2002 figures of \$779,795; \$549,120; \$428,124; and 304, respectively. Non-base accumulating performance awards totaled \$269,209 which compares to \$236,761 in 2002. In 2003, 314 were eligible and 258 received the award. Total performance awards added to base salaries in 2003 was \$199,893 which compares to \$191,363 in 2002. In 2003, 194 were eligible and 170 received an award.

Gundrum was concerned at what he felt was a high number of employees who were rated at "greater than effective" and therefore, received awards. Thomas agreed and added that the cost of these awards totaled almost \$500,000 in 2003.

Morris left the meeting at 2:00 p.m.

Modify Training and Experience Requirement for Court Reporter

Zastrow said they are requesting to expand the training and experience requirements for court reporters. They recently had a vacancy and trying to fill the position was difficult. Many court reporters are no longer certified by the Registered Professional Reporters Association and they often receive training by completing court reporting school. Staff would like to expand the job spec to allow them to meet the minimum training and experience requirements either by certification by the RPRA or by having completed court reporting school plus two years of work experience as a court reporter. This should expand the pool of qualified candidates.

MOTION: Thomas moved, second by Seitz to approve the request to modify the training and experience requirement for the position of court reporter. Motion carried 6-0.

Ordinance 158-O-146: Modify Benefits for Employees Activated to Active Military Service

Paulson explained the ordinance as outlined. This will allow County employees who are members of the Armed Forces Reserves and National Guards and who are called to active duty that exceeds 30 days to have the option of either receiving a payout of their unused vacation or they can elect to carry it over into the year they return to work. Also, employees who would experience a reduction in their life insurance benefit upon returning to work from military leave will have the amount of their life insurance benefit remain at the level that was in effect at the time of their leave.

MOTION: Thomas moved, second by Gundrum to approve 158-O-146. Motion carried 6-0.

Motion to Allow Secretary Gundrum to Approve the Final Set(s) of Committee Minutes on Behalf of the Committee

MOTION: Thomas moved, second by Seitz to allow Secretary Gundrum to approve the final set(s) of committee minutes on behalf of the committee. Motion carried 6-0.

Closed Session

MOTION: Broesch moved, second by Seitz to go into closed session at 2:25 p.m. in accordance with Section 19.85 (1)(e) Wis. Stats. for the purpose of discussing collective bargaining issues associated with the AFSCME Master Unit Contract, and to approve the closed session minutes of February 3, 2004. Motion carried 5-0.

MOTION: Broesch moved, second by Thomas to return to open session at 3:02 p.m. Motion carried 6-0.

MOTION: Thomas moved, second by Gundrum to adjourn at 3:02 p.m. Motion carried 6-0.

Recorded by Mary Pedersen, Legislative Associate.

Respectfully submitted,

Pete Gundrum
Secretary